



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## LOCAL GOVERNMENT ADVISOR IV

Job Number: 20001604

Job Code: 82800V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/01/1985

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees and coordinates the work of staff assigned to specific projects within the unit. Reviews and analyzes state and federal programs and projects; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of administrative experience in business, industry, federal, state or local government.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study will substitute for the required experience on a year for year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Administrative experience in one of the above areas will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns work to and reviews the work of staff assigned to specific projects within the unit. Participates in the development and/or revision of unit policies and procedures. Consults with local, state and federal agencies, elected public officials and other interested organizations to provide information concerning project requirements, impact and implementation, applications for grants, allocation of funds and evaluation procedures. Prepares grant applications and amendments, program developments plans, implementation plans and contracts. Reviews state and federal legislation applicable to local governments and area wide agencies. Drafts agency sponsored legislation and reviews, analyzes and follows progress of legislation. Reviews program requirements, plans and correspondence with staff, helps determine its impact and discusses implementation. Prepares and revises unit publications. Performs site inspections, reviews billing procedures, maintains project log and conducts conferences to discuss these matters with local, state and federal officials. Maintains records and reports of the unit such as grant applications, appraisals, audit reports, contracts, inspection records and other records and reports necessary for daily operations of the unit.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*